



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 01-05-007E	OPENING DATE: 05-13-05	CLOSING DATE: 06-03-05	OPEN TO ALL APPLICANTS
POSITION: Assistant Director for Judicial Education JS-14	TYPE OF APPOINTMENT: Career Service	SALARY: \$88,369 - \$114,882 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Center for Education and Development	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

CANDIDATES WHO PREVIOUSLY APPLIED FOR THIS POSITION ARE STILL UNDER CONSIDERATION AND NEED NOT REAPPLY.

**BRIEF DESCRIPTION OF DUTIES:** Incumbent is responsible for developing, managing and implementing a comprehensive program of education and training for the judicial officers of the D.C. Court of Appeals and the D.C. Superior Court. In conjunction with the Judicial Education Committee, performs assessment, analysis and regular updating of judicial training needs through the development and provision of educational programs provided by incumbent, by contract, or through programs of other institutions. Identifies and utilizes outside resources as needed, including educational and judicial organizations, consultant faculty, invited judicial experts and consultants, published materials and technology. Evaluates in-house programs and those conducted by other judicial training organizations nationwide to ensure excellence in delivery, design and content of the Center's programs. Implements web-based and distance learning opportunities. Provides assistance and support to educational and training efforts initiated by other staff within the Courts, as well as multi-disciplinary conferences and training that include judges. Maintains knowledge of and provides timely information to judges and others regarding nationwide training opportunities. Assesses changes in law, practice and administrative procedures for their impact on training and education needs. Monitors judicial education budget. Assists in development and updating of benchbooks.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in education, court administration, public administration, human resources management or a related field, plus six (6) years of senior level management experience in planning, administering and evaluating judicial education and training programs in a court or related adult education environment. A law degree or other advanced degree preferred.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.

- 1. Knowledge of and experience in creatively applying adult learning principles and methodologies, skill-based training techniques, curriculum development methodologies and presentation techniques.**
- 2. Experience in conducting training needs assessments, including study design, data collection, data evaluation, and analysis strategies and methods.**
- 3. Experience in analyzing and assessing changes in judicial practices and procedures and developing and presenting relevant training activities.**
- 4. Excellent oral, written and computer skills in order to prepare a wide variety of training materials and presentations in Word, Excel, PowerPoint and other mediums.**
- 5. Ability to establish and maintain effective working relationships with Judges, judicial training staff in other jurisdictions, relevant professional organizations, and contractual facilitators.**

**SELECTION PROCESS:** After review of applications and ranking factors, a structured oral interview may be required of the highest qualified candidates.

Submit D.C. Courts' Employment Application and Ranking Factor Responses to:  
D.C. Courts, Human Resources Division, **500 Indiana Avenue, NW**, Washington, DC 20001.  
For a court application, call (202) 879-0496, or visit our web site at [www.dccjobs.gov](http://www.dccjobs.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.